

Liskeard and Looe Community Network Panel **Terms of Reference**

Purpose of the Panel

1. To discuss and engage with any issues relevant to the Liskeard and Looe Community Network Panel Area which panel members feel are a priority. This will also include issues to South East Cornwall, for example Economic Development in SE Cornwall.
2. To provide constructive feedback on existing and planned future service delivery, Cornwall-wide strategies and local projects
3. To work together to promote the social, economic and environmental wellbeing of local communities; build relationships between local partners; and strengthen community cohesion.

Frequency, location/s and format of Panel meetings

Frequency:

1. The panel will meet three or four times per year depending on the requirements of the panel members with a Panel Newsletter produced between each meeting.
2. The spring meeting will incorporate a formal segment to vote for the Chair and Vice Chair of the CNP and to refresh this Terms of Reference as required. A schedule of meetings will be established and put in the panel members' diary for 12 months in advance.
3. Additional special meetings may be called by the Chair to consider issues that cannot wait until the next scheduled meeting.
4. The panel can also request the Chair to convene Single Issue Working Groups to look at specific areas of work that report back to the panel at each meeting.
5. Speakers will be invited to each meeting to engage with the panel members. This can be the speed dating model, a more traditional briefing or a workshop format depending upon requirements.

Location

To help encourage local engagement and participation, meetings will be held in different Parishes across the Network Area in venues which are of a suitable size and have the necessary access arrangements where possible.

Times of meetings

Physical meetings will usually start at 6:30pm and to finish no later than 8:30pm. Variations on this time will be agreed with the panel, for example to hold day time meetings. Virtual meeting timings to be decided by the Chair and panel.

Press and Public attendance and participation:

Agendas for the meeting will be sent to panel members and made available for the public the week before the meeting. The Meeting Notes will be published within two weeks of the meeting. Each panel meeting will have time to take questions from panel members and the public. The public are also encouraged to take part in the meeting, for example the speed dating model when used.

Virtual Meetings

The panel can hold virtual meetings, outside of Covid and other restrictions, for example panel members may prefer to have the January meeting held virtually to reduce travel in poor weather etc.

Panel Membership

The Community Network Panel consists of the following –

- The Cornwall Councillors of the Liskeard and Looe Community Network Area
- The Town and Parish Councils within the Liskeard and Looe Community Network Area
- Other named representative of the local community which the Community Network Panel elect to invite and may include:
 - A representative from Devon and Cornwall Police
 - Representatives from 'health and wellbeing' services
 - Special interest representatives may be invited on a meeting-by-meeting basis

Chairing arrangements

The Chair and Vice Chair will be elected annually.

The Chair of the Community Network Panel may be a Cornwall Councillor or a Town/Parish Councillor.

If the CNP appoints a Town/Parish Councillor as Chairman, it should appoint a Cornwall Councillor as Vice-Chairman and the opposite if the Chair is a Cornwall Councillor.

Decision making by the Panel

Each Community Network Panel Meeting should strive to reach consensus. In the event of a consensus not being reached a nominated representative from each of the Town and Parish Councils should be asked to indicate their preference by a show of hands, following which each of the Cornwall Councillors will exercise their right to vote.

In the event of any vote being tied, the Chair shall hold the casting vote.

Quorum

The panel can decide the level of their quorum, for the Liskeard and Looe Community Network Panel at least 3 Cornwall Councillors and 6 Town and Parish Council representatives are required.

Engagement

The panel is encouraged to increase engagement with local councils and communities if required and develop an annual engagement plan to be agreed at AGM

Priorities

The panel will facilitate work to agree local priorities with a view to influencing:

- Cornwall-wide strategies
- Local service delivery mechanisms
- Local projects

Single Issue Groups

Single Issue Groups will be created for a specific project or strand of work and will cease when that work is completed. The members of the Single-Issue Group will select their Chair.

The Chair of the Single-Issue Group will report progress to each meeting of the Community Network Panel.